

2. PROVIDER ENROLLMENT

Who can enroll?

The VFC Program was created to increase access to health care and allow children to remain in their medical homes for immunizations. Any Montana health care provider licensed, in good standing, and with independent prescription writing authority for vaccines can enroll in the VFC Program. This includes both public and private facilities and those not registered as Medicaid providers.



VFC providers must have equipment capable of properly storing vaccines as defined by the Montana *Vaccine Management Plan* (contained in this handbook starting with Section 11) and must be willing to implement VFC Program requirements at their facility. Providers should determine if they serve a sufficient number of eligible patients to justify enrollment in the program (see Section 3 – VFC Eligibility).

Individuals and facilities on the “List of Excluded Individuals and Entities” published by the Department of Health and Human Services Office of the Inspector General (<http://exclusions.oig.hhs.gov/>) are prohibited from participating in federally funded health care programs including the VFC Program. The Montana Immunization Program must terminate or decline to enroll any provider that is on the list or employs a person on the list.

Re-Enrollment – Current Providers

Each year, all VFC providers must re-enroll in the program, which involves completing a new site contract in imMTrax, the State immunization registry. The Immunization Program notifies providers when the re-enrollment period begins and ends, and whether there are any special instructions for completing the process. If you do not re-enroll by the deadline, you will be prohibited from ordering VFC vaccine until you re-enroll. When completing your new site contract you will be asked to provide and/or update the following information:

- **Provider Contact Information** – This information will automatically fill-in from your imMTrax account information. Please review and update, if necessary.
- **List of Providers and Clinicians** – This information will automatically fill-in from your imMTrax account information. Please review and update, if necessary.
- **Provider Profile** – This portion of the contract contains immunization patient numbers for your facility by age group and VFC eligibility status. This information will automatically fill-in from your imMTrax immunization data (integrated users) or from your previous site contract (aggregate users). If you are an integrated user and use imMTrax to document VFC eligibility, then simply use the numbers provided by the system. If you are an aggregate user, please update this information using your eligibility screening documentation from the past year.

- **Vaccine Management Information** – Please review and update, if necessary, the name of your primary and secondary VFC vaccine managers. Please devise a plan for safe guarding your vaccine in the event of an emergency.
- **Provider Agreement** – This portion of the contract lists the federal statutory requirements of the VFC Program as defined in [42 USC § 1396](#). It must be signed by the medical director or equivalent at your facility. By electronically signing this document and accepting shipment of VFC vaccine, your facility agrees to abide by the requirements of the VFC Program.

VFC re-enrollment occurs every year for all providers. However, please update your site contract any time during the year if:

- Your providers and clinicians listed in imMTrax change
- Your contact information, vaccine management personnel, or vaccine shipping instructions change
- The number of immunization patients at your facility changes significantly
- Your facility type has changed.

Enrollment – New Providers

Health care providers wishing to enroll in the VFC Program can begin by contacting the VFC Coordinator at the Montana Immunization Program either by telephone (444-0277) or email (hhsiz@mt.gov). The VFC Coordinator will briefly describe the program, learn about your facility, and determine whether you are a good fit.

New provider enrollment involves the following steps:

- **VFC Enrollment Packet** – A VFC enrollment packet will be mailed to you prior to enrolling and contains information and forms pertaining to the VFC Program. Please review this material before your enrollment visit.
- **Enrollment Visit** – During an enrollment visit, a Montana Immunization Program staff member explains the VFC Program, inspects your vaccine storage equipment, delivers State-supplied thermometers, and answers any questions you may have about the program. Ideally, enrollment visits are conducted in person, but depending on the circumstance, they may be done over the phone, through online video conferencing, or online video.
- **Submission of VFC Site Contract, imMTrax Memorandum of Agreement (MOA), and System Access Requests** – The VFC Site Contract outlines the requirements of the VFC Program and captures required enrollment information. After your initial enrollment (on paper), you are required to re-enroll each year by updating your Site Contract electronically in imMTrax. The imMTrax MOA (one per facility) and System Access Requests (one per person requesting imMTrax access) are required to set up your imMTrax account.
- **Issuance of VFC PIN and imMTrax Access Information** – Once your VFC paperwork is processed and you have received an enrollment visit, you will be issued a VFC PIN number and imMTrax login information. Once you have access to imMTrax, you can electronically order and manage VFC vaccine. New provider training is available through the imMTrax Training and Support (444-4560).

Please note that the sequence and timing of VFC enrollment may vary depending on your location and availability of Immunization Program staff. Generally, VFC enrollment can be completed in two to four weeks.

Inactivation

Inactivation from the VFC Program is defined as a temporary suspension from vaccine ordering. Providers may request to be inactivated or the Montana Immunization Program may inactivate a provider for not complying with program requirements. Inactivation is considered a temporary situation, with the expectation that the situation warranting inactivation can be quickly remedied. Inactivated providers may be required to return all VFC vaccine and State-supplied equipment per State instructions.

Termination

Termination from the VFC Program is the permanent removal of a provider from the program. Providers may choose to be terminated from the VFC Program or the Montana Immunization Program may terminate providers due to repeated non-compliance issues that have not been appropriately addressed or a permanent condition such as being listed on the “List of Excluded Individuals and Entities” (see Section 2 – Provider Enrollment). Terminated providers are required to return all VFC vaccine and State-supplied equipment per State instructions. Once all vaccine and equipment has been accounted for, the Immunization Program will issue a memo to the provider finalizing the termination.

Termination from the VFC Program is considered permanent. However, a terminated provider may be allowed to re-enroll if they demonstrate full compliance and complete the enrollment process, including an enrollment site visit.

See Section 9 – Non-Compliance, Fraud, and Abuse for more details on program inactivation and termination